

City of Houston

Department of Public Works & Engineering CIPMS Security Form Request

Submit completed form to, cipms-help@cityofhouston.net

CIPMS HELP DESK: (832) 395-2082

Today's date: ____/____/____
____ New ____ Update (provide details) ____ Terminate

I. Request Information (* Required)

*Employee name: _____

*Job title: _____

*Job Function: ____ Admin Assistant ____ Assistant Director ____ Chief Engineer ____ Director
 ____ Estimator ____ Inspector ____ Project Manager ____ Senior Inspector

*City of Houston Employee (Branch Info only required for employees of PWE – Engineering and Construction Division)
Department: _____
Division: _____
Branch: _____

*Non-City of Houston Employee: Company: _____

*Address: _____

*Phone: (_____) _____ Fax: (_____) _____

*Email: _____

II. Project Access: Applicable only to consultants; provide WBS number

*** APPROVAL: Consultant or users working for a PM must complete Lines 1 and 2.
City Project Manager must complete Lines 2 and 3.**

No.	Title	Name	Signature	Date
1	Project Manager			
2	Manager, CE, or D.A.D.			
3	Assistant Director			

CIPMS Manager:

Date: